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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 April 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 17
23 April - 29 April 1958I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

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A. In [] staff meeting of Friday, 25 April, [] continued his discussion of the course offerings given by the Intelligence Production Faculty, and at the next meeting he will discuss plans for development of new courses to meet the needs of the DD/I area.

has had a briefing period, briefing other faculty chiefs up to date on his activities.

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B. The Intelligence Production Staff, aided by Dr. [] will brief a visiting foreign intelligence officer on the missions and functions of the DD/I area. During the past week [] prepared a schedule for the briefings which will be held 5-9 May in Room 2036 R&S Building.

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C. The nine JOT's enrolled in Intelligence Techniques Course No. 11 finished the course on Friday, 25 April.

D. The six students enrolled in Intelligence Research (Techniques) No. 2 finished the course on Friday, 25 April. The class met four days a week for five weeks. In the written critiques, the students made valuable suggestions for improvements in the course.

Separate course reports will be sent.

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E. [] has recently completed a staff study proposing the revision and integration of the intelligence writing courses given in the Agency. The proposed program is built around a series of graduated Writing Workshop courses.

C/S now working on this.

F. On Monday, 28 April, thirteen students began Reading Techniques No. 44. The class is divided into two sections -- one in the morning and one in the afternoon. There are four

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students from the DD/P, four from the DD/I, four from the DD/S, and one from the Cable Secretariat. Grades are: one GS-14, one GS-13, three GS-12, four GS-11, one GS-9, two GS-7, and one GS-5.

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G. [] A&E Staff, took the Reading Skills test on 23 April. Because he is unable to take the Reading Techniques course at this time, [] gave him materials for a self-study program.

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15 vacated 2 small rooms for R/TR use.

H. On Tuesday, 22 April, the safes, bookcases, books, typewriter, calculator, and telephone were moved from the office space in 2501-2503 Quarters Eye into the Reading Lab classroom, now [] office. Because of the cooperation and assistance of [] there were few inconveniences resulting from this move.

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III. PERSONNEL NOTES

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